




| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|--|--|
| 3 Track 3 Go Live | 4 | 5 <u>Transition Assistance Sessions</u> 9:00–10:30 Accounts Payable 10:30–12:00 Budget 1:00–2:30 Purchasing/Professional Service Contracts 2:30–4:00 General Accounting | 6 <u>Transition Assistance Sessions</u> 9:00–10:30 Cost Allocation & Grants 10:30–12:00 General Accounting 1:00–2:30 Purchasing/Professional Service Contracts 2:30–4:00 Accounts Receivable & Fixed Assets | 7 |
| Columbus Day  10 | 11 <u>Transition Assistance Sessions</u> 9:00–10:30 Navigation & Reporting 10:30–12:00 Purchasing/Professional Service Contracts 1:00–2:30 Accounts Payable 2:30–4:00 Cost Allocation & Grants | 12 <u>Transition Assistance Sessions</u> 9:00–10:30 Budget 10:30–12:00 General Accounting 1:00–2:30 Accounts Receivable & Fixed Assets 2:30–4:00 Cost Allocation & Grants | 13 <u>Transition Assistance Sessions</u> 9:00–10:30 Accounts Payable 10:30–12:00 General Accounting 1:00–2:30 Budget 2:30–4:00 Navigation & Reporting | 14 <u>Transition Assistance Sessions</u> 9:00–10:30 Purchasing/Professional Service Contracts 10:30–12:00 Accounts Receivable & Fixed Assets |
| 17 | 18 <u>Transition Assistance Sessions</u> 9:00–10:30 Cost Allocation & Grants 10:30–12:00 General Accounting 1:00–2:30 Budget 2:30–4:00 Accounts Receivable & Fixed Assets | 19 <u>Transition Assistance Sessions</u> 9:00–10:30 Navigation & Reporting 10:30–12:00 Budget 1:00–2:30 Accounts Payable 2:30–4:00 General Accounting | 20 <u>Transition Assistance Sessions</u> 9:00–10:30 Cost Allocation & Grants 10:30–12:00 Accounts Receivable & Fixed Assets 1:00–2:30 Purchasing/Professional Service Contracts 2:30–4:00 Navigation & Reporting | 21 <u>Transition Assistance Sessions</u> 9:00–10:30 Accounts Payable 10:30–12:00 Purchasing/Professional Service Contracts |
| 24 <u>Training</u> 1:00–5:00 STAARS 1000 Overview and Navigation | 25 <u>Training</u> 8:00–12:00 STAARS 3040 Cash Receipts 1:00–5:00 STAARS 4000 Purchasing Requisitions | 26 <u>Training</u> 8:00–3:00 STAARS 3010 Payment Processing | 27 <u>Training</u> 8:00–12:00 STAARS 2000 Journal Vouchers 1:00–5:00 STAARS 2020 Internal Transactions | 28 |
| 31 | | | | |

Agency Training and Transition Assistance Schedule

November 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---|---|---|--|
| | 1 Training 8: 00–12:00 STAARS 4000 Purchasing Requisitions Transition Assistance Sessions 1:00–2:30 General Accounting 2:30–4:00 Navigation & Reporting | 2 Training 8: 00–12:00 STAARS 2020 Internal Transactions 1:00–5:00 STAARS 7010 InfoAdvantage | 3 Training 8: 00–12:00 STAARS 2040 Budget Controls and Structures Transition Assistance Sessions 1:00–2:30 Purchasing/Professional Service Contracts 2:30–4:00 Accounts Payable | 4 Transition Assistance Sessions 9:00–10:30 Cost Allocation & Grants |
| 7 | 8 Training 8:00–3:00 STAARS 3010 Payment Processing | 9 Training 8: 00–12:00 STAARS 3040 Cash Receipts Transition Assistance Sessions 1:00–2:30 Budget 2:30–4:00 Accounts Receivable & Fixed Assets | 10 Training 8: 00–12:00 STAARS Overview and Navigation 1:00–5:00 STAARS 2000 Journal Vouchers | 11 Veterans Day  |
| 14 | 15 Training 8: 00–12:00 STAARS 7010 InfoAdvantage 1:00–5:00 STAARS 2020 Internal Transactions | 16 Training 1:00–5:00 STAARS 2040 Budget Controls and Structures | 17 Training 8: 00–12:00 STAARS 4000 Purchasing Requisitions 1:00–5:00 STAARS 3040 Cash Receipts | 18 |
| 21 | 22 | 23 | 24 Thanksgiving  | 25 |
| 28 | 29 Training 8: 00–12:00 STAARS 2000 Journal Vouchers 1:00–5:00 STAARS 1000 Overview and Navigation | 30 Training 8:00–3:00 STAARS 3010 Payment Processing | | |

Agency Training and Transition Assistance Schedule

December 2016

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---|---|--|---|
| | | | 1 Training 8: 00–12:00 STAARS 3040 Cash Receipts Transition Assistance Sessions 1:00–2:30 Budget 2:30–4:00 Accounts Receivable & Fixed Assets | 2 Transition Assistance Sessions 9:00–10:30 Navigation & Reporting |
| 5 | 6 Transition Assistance Sessions 9:00–10:30 Accounts Payable 10:30–12:00 Purchasing/Professional Service Contracts Training 1:00–5:00 STAARS 2040 Budget Controls and Structures | 7 Training 8: 00–12:00 STAARS Overview and Navigation 1:00–5:00 STAARS 2020 Internal Transactions | 8 Training 8: 00–12:00 STAARS 4000 Purchasing Requisitions Transition Assistance Sessions 1:00–2:30 Cost Allocation & Grants 2:30–4:00 General Accounting | 9 |
| 12 | 13 Training 8:00–3:00 STAARS 3010 Payment Processing | 14 Training 1:00–5:00 STAARS 2000 Journal Vouchers | 15 Training 8: 00–12:00 STAARS 7010 InfoAdvantage | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |